



## PARK SPECIAL EVENT APPLICATION

City of Bloomington  
Parks and Recreation Department  
401 N. Morton Street, Suite 250  
Bloomington, IN 47401  
812-349-3700

- Park operating hours are 5:00a.m. to 11:00p.m.
- Permit applications must be submitted to the Department at least **six weeks prior** to event
- An application for Special Use shall not become a permit until it has been approved and signed by the Department.
- Application approval will not be finalized without submittal of an application, certificate of insurance and payment of all fees/charges/deposits.

### 1. Applicant Information

Contact Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_  
Organization Email and URL: \_\_\_\_\_  
Organization Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### 2. Event Information

Name of Event: \_\_\_\_\_  
Type of Event: ☐ Concert ☐ Cultural ☐ Reunion ☐ Entertainment  
☐ Fundraiser ☐ Parade ☐ Sports ☐ Walk/ Run  
☐ Festival ☐ Public Info

(All Events: A map detailing placement of event (site map) will be required for all events. If you are requesting that any public street be partially closed/blocked off, please contact the City of Bloomington Economic and Sustainable Development Department (812)349-3700. GIS maps are available on line at <http://bloomington.in.gov/maps/>. A copy of your proposed route must be attached to this application.)

Date (s) of Event: \_\_\_\_\_  
Time of Event: \_\_\_\_\_ Date: \_\_\_\_\_ Start: \_\_\_\_\_  
Date: \_\_\_\_\_ End: \_\_\_\_\_  
Setup/Teardown time Needed: Date: \_\_\_\_\_ Start: \_\_\_\_\_  
Date: \_\_\_\_\_ End: \_\_\_\_\_

Description of Event:

\_\_\_\_\_  
\_\_\_\_\_



Expected Number of Participants: \_\_\_\_\_

Peak Attendance: \_\_\_\_\_ at Time: \_\_\_\_\_

Requested Event Location: Park Name \_\_\_\_\_

Facilities in Park (e.g. shelter, park, grounds, etc.) \_\_\_\_\_

(If event is on park grounds or more than one facility is being used, please provide map showing parking, activity venues, first aid, etc.)

### 3. Event Specifics

Will any signs, banners or flyers be hung or posted? \_\_\_\_\_

Do you plan to erect temporary structures such as stages, tents, booths, tables, bounce houses, etc. for this event? \_\_\_\_\_

(If yes, please describe below, including size, capacity, how many, etc. Location of all items must be shown on your site map. **Tents may not be staked without prior approval. All components of vendor display, including tents, umbrellas and signs, must be properly secured on all sides**)

Company contracting with on above items: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Is this event open to the public? ☐ Yes ☐ No

Accommodations you are providing for person with special needs:

Will donation/contributions be accepted during this event? ☐ Yes ☐ No

Will there be an admission charge to attend/participate? ☐ Yes ☐ No

Type Fee(s): \_\_\_\_\_ Fee Amount: \_\_\_\_\_

Do you plan to sell, distribute or give away refreshments and/or merchandise?

☐ Yes ☐ No

List Type and Number of Booths:

(Bloomington Parks and Recreation will charge a \$25.00-\$35.00 vending fee for each vendor/booth selling food/merchandise and/or any admission charges or monies collected while on park property.)

Do you plan to sell or distribute alcohol?

(Alcohol sales in City-owned parks, trails, and spaces require the approval of Board of Park Commissioners and Director of Parks and Recreation. Please see the "2019 Guidelines for Requesting/Approval of Alcohol Sales with an Approved Event Permit".)

☐ Yes ☐ No



Will there be displays, literature, or other types of solicitation?

☐ Yes ☐ No

Do you request access to the restrooms in the Allison- Jukebox Community Center?

(There is a minimum charge of \$35/hr to open the Allison-Jukebox for restroom use. Use of the “Whole Building” at the Alison Jukebox Community Center includes the 2 available activity rooms, the restrooms, and the kitchenette area of the building.)

☐ Yes

☐ No

Please check all that is needed:

	Per Hour
<input type="checkbox"/> Activity Room – Carpet	\$35-\$55 per hour
<input type="checkbox"/> Activity Room - Tile	\$35-\$55 per hour
<input type="checkbox"/> Restroom only with Park Use	\$30-\$50 per hour
<input type="checkbox"/> Whole Building	\$55-\$85 per hour

Are you providing additional portable toilets for your event? ☐ Yes ☐ No

How Many? \_\_\_\_\_

Location: (show on map) \_\_\_\_\_

(Notice: The City of Bloomington Parks and Recreation Department requires you to have 1 (one) rest room facility for every 500 participants. If number needed exceeds what park has available, it will be the organization’s/event organizer/s responsibility to acquire the necessary number. Proof of payment will be required with application.)

Please describe how you plan to remove trash from the event site:

\_\_\_\_\_

Person responsible for cleanup: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Relationship to Organization: \_\_\_\_\_

Contact Number: \_\_\_\_\_

### 1. Event Security

What are you plans for severe weather?

\_\_\_\_\_

Do you have a scheduled rain date or location? ☐ Yes ☐ No

If yes, please list: \_\_\_\_\_

Who will be the on-site person responsible for making weather/emergency decisions?

(In the event of an emergency at your event, please notify Bloomington Parks and Recreation within 24 hours of the emergency situation occurring. Please contact 812.349.3725.)

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_



What are your plans for providing security, traffic and/or crowd control:

Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

What are your parking plans? Overflow Parking?

What are your plans for providing emergency/medical services?

## 2. Event Entertainment

Do you plan on providing musical entertainment for this event? ☐ Yes ☐ No

Describe: \_\_\_\_\_

Will any type of sound amplifying equipment or devices be used in conjunction with this event?

☐ Yes ☐ No

Type of Equipment: \_\_\_\_\_

Quantity: \_\_\_\_\_

If musical entertainment is used, please list contact information for sound technicians:

Do you plan to provide other entertainment for this event? ☐ Yes ☐ No

Attach planned program: \_\_\_\_\_

Events with animals require additional considerations and Animal Control approval. Are you planning to pursue permission for animals at your event?

☐ Yes ☐ No

Are you providing a generator as a power source? ☐ Yes ☐ No

Electrical Needs: \_\_\_\_\_

Are there any special provisions pertaining to your event that have not been addressed on this application? ☐ Yes ☐ No

If yes, please list: \_\_\_\_\_



**APPLICATIONS MUST HAVE THE FOLLOWING TO BE ACCEPTED**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Application for Rental Agreement</b>    | <input type="checkbox"/> <b>Event Site Plan</b>                 |
| <input type="checkbox"/> <b>Application Fee \$25/non-refundable</b> | <input type="checkbox"/> <b>Event Agenda/List of Activities</b> |

**By signing and submitting this application, the permit applicant agrees to abide by the rules and regulations of the Department of Parks and Recreation including, but not limited to, the conditions as stated on this application and the City of Bloomington Parks and Recreation Department Rental Agreement.**

**Please Read Carefully :**

I, a duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of a Bloomington Parks and Recreation park. The applicant agrees that while renting the park, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, sexual orientation, national origin or ancestry, age or handicap. Under this Special Event Permit, the applicant assumes all responsibility for proper conduct in the park as outlined above, including assuring there is no consumption of alcoholic beverages.

I \_\_\_\_\_, on behalf of the permit applicant, shall agree to release, hold harmless, and forever indemnify the City of Bloomington, its employees, officers, and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and/or any other types of claim which may arise from these activities, whether such claims may be brought by the permit applicant or any of its agents, or by any third party.

I have read this release and understand all of its terms. I agree with its terms and sign it voluntarily.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date